

**Los Angeles County Municipal Storm Water Permit (Order 01-182)**  
**Individual Annual Report Form**  
**Attachment U-4**

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

|            |  |
|------------|--|
| <b>!</b>   | <b>YOU MUST FILL OUT ALL THE INFORMATION REQUESTED</b><br><i>Do not leave any of the sections blank.</i>                       |
| <b>N/A</b> | If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation |
| <b>U</b>   | If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.   |

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**Los Angeles County Municipal Storm Water Permit (Order 01-182)****Individual Annual Report Form****Attachment U-4****Reporting Year 2010-2011****I. Program Management**A. Permittee Name: Palos Verdes EstatesB. Permittee Program Supervisor: Allan Rigg, P.E.Title: Public Works Director, Planning Director, and City EngineerAddress: 340 Palos Verdes Drive WestCity: Palos Verdes EstatesZip Code: 90274Phone: (310) 378-0383Fax: (310) 378-7820

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

There were no changes in program coordination from the previous reporting year. The Public Works Director has the overall responsibility of implementation and coordination of the City's Storm Water Programs. His responsibilities include management of engineering, public works, planning, code enforcement, city forestry, and building and safety. The City is a small city of some 14,000 residents with approximately 30 full-time staff, excluding the Police and Fire Departments. Because the City staff is small, the Public Works Director facilitates and coordinates permit compliance across all City departments.

**TABLE 1 - Program Management**

| <b>Storm Water Management Activity</b>                      | <b>Division/Department</b> | <b># of Individuals Responsible for Implementing</b> |
|---|----------------------------|--|
| 1. Outreach & Education                                     | Public Works               | 1.5  |
| 2. Industrial/Commercial Inspections                        | NPDES Consultant/CAA       | 1  |
| 3. Construction Permits/Inspections                         | Building & Safety          | 2  |
| 4. IC/ID Inspections  | Public Works               | 2  |
| 5. Street sweeping  | Public Works               | 1  |
| 6. Catch Basin Cleaning                                     | Public Works               | 1  |
| 7. Spill Response   | Public Works/Maintenance   | 5  |
| 8. Development Planning (project/SUSMP review and approval) | Planning                   | 1.5  |
| 9. Trash Collection   | Public Works               | 1  |

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**D. Staff and Training**

N/A

**E. Budget Summary**

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

The City uses a combination of development fees, utility user tax and the general fund to implement Permit requirements. The City will also be investigating future funding opportunities through State and Federal funding grants.

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☒

The Machado Lake Trash and Machado Lake Nutrient TMDL's as well as the Santa Monica Bay Marine Debris TMDL will require significant financial out lays by the City for which there is currently insufficient funding.

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.
4. List any additional state/federally funded projects related to storm water.

N/A

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| <b>Program Element</b>  | <b>Expenditures in Fiscal Year 2011-2012</b> | <b>Estimated Amount Needed to implement Order 01-182</b> |
|---|--|--|
| 1. Program management<br>a. Administrative costs<br>b. Capital costs  | \$53,500                                     | \$53,500   |
| 2. Public Information and Participation<br>a. Public Outreach/Education<br>b. Employee Training<br>c. Corporate Outreach<br>d. Business Assistance  | \$7,500<br>\$1,000                           | \$7,500<br>\$1,000                                       |
| 3. Industrial/Commercial inspection/<br>site visit activities   | \$900  | \$900  |
| 4. Development Planning   | \$5,000                                      | \$5,000  |
| 5. Development Construction<br>a. Construction inspections  | \$25,000                                     | \$25,000   |
| 6. Public Agency Activities<br>a. Maintenance of structural and<br>treatment control BMPs<br>b. Municipal street sweeping<br>c. Catch basin cleaning<br>d. Trash collection/recycling<br>e. Capital costs<br>f. Other | \$72,000<br>\$8,000                          | \$3,000<br>\$72,000<br>\$8,000<br>\$15,000               |
| 7. IC/ID Program<br>a. Operations and Maintenance<br>b. Capital Costs   | \$10,000                                     | \$10,000   |
| 8. Monitoring   | \$13,000                                     | \$36,000   |
| 9. Other  |  |  |
| 10. TOTAL   | \$195,900                                    | \$236,900  |

List any supplemental dedicated budgets for the above categories:

N/A

List any activities that have been contracted out to consultants/other agencies:

The City contracts its public works, engineering and environmental compliance services to Charles Abbott Associates, Inc. (CAA). The City also contracts with Los Angeles County Department of Public Works (LACDPW) for maintenance of sanitary sewers, and bids out an annual catch basin cleaning project.

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**II. Receiving Water Limitations (Part 2)**

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
  2. A plan to comply with the RWL (Permit, Part 2);
  3. Changes to the SQMP to eliminate water quality exceedances;
  4. Enhanced monitoring to demonstrate compliance; and
  5. Results of implementation.

**III. SQMP Implementation (Part 3)**

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☐ No ☒
- C. Describe the status of developing a local SQMP in the box below.

The City received a BMP substitution/waiver for trash receptacles at uncovered transit stops during FY 02-03. The City has incorporated this change into the County's SQMP.

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, which your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

The City prohibits the use of top-loading trash trucks to reduce the amount of trash on city streets during trash collections. Additionally, the City imposes fines on the trash hauler for any leaks and/or spills which can occur as a result of trash collection operations.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? Santa Monica Bay/Ballona Creek and Dominguez Channel.
2. Who is your designated representative to the WMC?  
Mr. Allan Rigg
3. How many WMC meetings did you participate in last year? All required meetings.
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

As reported in previous annual reports, the WMC meetings allow cities to coordinate, discuss and implement Permit requirements. Also, the meetings provide valuable information on permit related issues.

5. Attach any comments or suggestions regarding your WMC.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182?

Yes ☒ No ☐

If not, describe the status of adopting such an ordinance.

N/A.

2. If yes, have you already submitted a copy of the ordinance to the Regional Board?

Yes ☒ No ☐

If not, please attach a copy to this Report.

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3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒  
If yes, attach a copy of amendments to this Report.

**G. Discharge Prohibitions**

1. List any non-storm water discharges you feel should be further regulated:

The City has not identified any non-storm water discharges that require further regulation.

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

The City has not identified any non-storm water discharges that should be exempt.

**IV. Special Provisions (Part 4)**

**A. Public Information and Participation (Part 4.B)**

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message
- a) How many storm drain inlets does your agency own? 455
  - b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 140
  - c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 455
- If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A.

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- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? [There are no public access points to creeks or channels. Access to the coastline is posted with no dumping signage.](#)

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

[The County is responsible for posting signs with prohibitive language at County-owned channels.](#)

2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☐ No ☒
- b) If so, what is the number? [N/A](#)
- c) Is this information listed in the government pages of the telephone book? Yes ☐ No ☒
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☐ No ☒
- f) How many calls were received in the last fiscal year? [N/A](#)
- g) Describe the process used to respond to hotline calls.

[The City relies on the County's hotline. Calls or complaints that come directly to the City are forwarded to the City's Code Enforcement Officer to investigate.](#)

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the [www.888CleanLA.com](http://www.888CleanLA.com) web site (*Principal Permittee only*)? [N/A](#) Yes ☐ No ☐  
 If not, when is this scheduled to occur? [N/A](#)



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3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation.  
(Principal Permittee only)

N/A. This requirement applies to the Principal Permittee.

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐  
How many Public Outreach Strategy meetings did your agency participate in last year? 4

Explain why your agency did not attend any or all of the organized meetings.

The City attended all four Principal Permittee public education outreach meetings.

Identify specific improvements to your storm water education program as a result of these meetings:

The meetings offered valuable sources of information where cities were provided with updates on the countywide media campaign and informed of available outreach materials for distribution.

List suggestions to increase the usefulness of quarterly meetings:

The City has no suggestions at this time.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented  
(Principal Permittee only).

N/A. This requirement applies to the Principal Permittee.

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? N/A.
- d) Describe efforts your agency made to educate local schools on storm water pollution.

The City actively works with local schools to promote environmental and stormwater education. The City also hosts a Coastal Clean-up Day

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- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☐

If not, explain why.

N/A. This requirement applies to the Principal Permittee.

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

N/A. This requirement applies to the Principal Permittee.

For Permit Years 2-6, attach an assessment of the effectiveness of in-school storm water education programs.

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

N/A. This requirement applies to the Principal Permittee.

If no target has been developed, explain why and describe the status of developing a target.

N/A. This requirement applies to the Principal Permittee.

What is the status of meeting the target by the end of Year 6?

N/A. This requirement applies to the Principal Permittee.

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4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included. [N/A. This requirement applies to the Principal Permittee.](#)
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

The City hosts an environmental webpage on the City's website. The environmental webpage provides valuable information to the public regarding storm water best management practices, links to other environmental websites, and information on pollution prevention and recycling. The City also distributes informational materials at the Annual Coastal Clean-Up Day. In addition, information on storm water pollution and other environmental issues are periodically highlighted in the City's newsletter.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).  
[N/A. This requirement applies to the Principal Permittee.](#)
- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? [N/A](#)
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? [N/A](#)
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? [N/A](#) Yes ☐ No ☐

If not, describe measures that will be taken to fully implement this requirement.

[N/A](#)

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- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☒ No ☐

If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

The City provides storm water informational assistance to local businesses during the course of industrial/commercial inspections and used oil collection center inspections. The City provides these businesses with outreach materials and educational resources to assist them in preventing storm water pollution.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐

How many media outlets were contacted? One (1)

Which newspapers or radio stations ran them?

The Palos Verdes Peninsula News

Who was the audience?

Palos Verdes Estates Residents

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐

Estimated dollar value/in-kind contribution:

The City contributed \$512 for a Peninsula New Fertilizer Ad Media Campaign

Type of media purchased:

Frequency of the buys:

1

Did another agency help with the purchase?

Yes ☐ No ☒

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☒ No ☐

If so, describe the type of advertising.

Provided a contribution to the Los Angeles County Media Campaign which focuses on spreading the pollution prevention message.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☒ No ☐

Describe the materials that were distributed:

The City actively enlisted the assistance of the single automotive repair center to distribute storm water related materials. In addition, the City is working with the local library to assist in the dissemination of outreach materials.

Who were the key partners? Lunada Bay Automotive

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Who was the audience (businesses, schools, etc.)?

The general public, schools and local businesses.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐  
How many events did you attend? 1

11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐  
If so, what is the address? <http://www.pvestates.org/index.aspx?page=101>

12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐  
Do you feel that behaviors have changed? Yes ☒ No ☐  
Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

No formal evaluation method was used to determine the effectiveness of the City's outreach program; however, we believe that our residents are well informed about storm water pollution.

13. How would you modify the storm water public education program to improve it on the City or County level?

The City plans to continue expanding the educational and outreach programs, and will continue to work closely with neighboring cities to promote storm water pollution prevention.

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Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☒No ☐

Comments/Explanation/Conclusion:

The database is updated annually using information collected from the City's business license database and information collected during the commercial/industrial facilities inspections.

**2. Inspection Program**

Provide the reporting data as suggested in the following tables.

| Category    | Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data) | Number of facilities inspected in the current reporting year | % Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle) | Total number since permit adoption |
|-------------|---|--|---|------------------------------------|
| Gas Station | 1   | 1  | 100   | 11 <i>(est.)</i>                   |
| Restaurant  | 9   | 9  | 100   | 149 <i>(est.)</i>                  |

Comments/Explanation/Conclusion:

The City has complied with the inspection provisions contained in the current Permit. The City completed the required two inspection cycles.

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3. BMPs Implementation

Provide the reporting data as suggested in the following table.

| Category    | Number of facilities inspected by category in this reporting year | Number of facilities identified as adequately implementing BMPs as specified in this reporting year | % adequately implementing out of total in this reporting year | Number of facilities required to implement or upgrade in this reporting year | Number of facilities inspected by category in this reporting cycle | Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle | % adequately implementing out of total in this reporting cycle | Number of facilities required to implement or upgrade in this reporting cycle | Total Number during this permit adequately implementing | Total Number during this permit required to implement or upgrade |
|-------------|---|---|---|--|--|--|--|---|---|--|
| Gas Station | 0   | N/A   | N/A   | N/A  | N/A  | N/A  | N/A  | N/A   | N/A   | N/A  |
| Restaurant  | 0   | N/A   | N/A   | N/A  | N/A  | N/A  | N/A  | N/A   | N/A   | N/A  |

Comments/Explanation/Conclusion:

The City has complied with the inspection provisions contained in the current Permit. The City completed the required two inspection cycles during the permit term and continues to inspect its commercial facilities every other year or more often as necessary. There are no industrial facilities located in the City.

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4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

| Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.) | Number of facilities issued enforcement actions in the current reporting year | Number of facilities issued enforcement actions in the current reporting cycle | Number of facilities (re)inspected due to enforcement actions in current reporting year | Number of facilities (re)inspected due to enforcement actions in current reporting cycle | Number of facilities brought into compliance in the current reporting year | Number of facilities brought into compliance in current reporting cycle | Total number of enforcement actions since permit adoption (by category) |
|--|---|--|---|--|--|---|---|
| 0  | 0   | N/A  | N/A   | N/A  | N/A  | N/A   | N/A   |
|  |   |  |   |  |  |   |   |

| Facilities by category           | Number of Warning letters | Number of NOVs | Number of Referral | Number of Other |
|----------------------------------|---------------------------|----------------|--------------------|-----------------|
| Restaurant                       | 0                         | 0              | 0                  | 0               |
| Gas Station                      | 0                         | 0              | 0                  | 0               |
| Comments/Explanation/Conclusion: | N/A                       |                |                    |                 |

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒

Somewhat Effective ☐

Non-effective ☐



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Comments/Explanation/Conclusion:

The City's main objective of the inspection program is to provide information and to educate businesses on Best Management Practices. The inspection program is highly effective because the majority of businesses inspected is aware of Best Management Practices and had implemented those practices at their facilities. The City distributes outreach materials during the inspections.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐  
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
  - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
  - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
  - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
  - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

During the reporting year there were thirteen (13) priority projects submitted to City for approval. Types of BMPs implemented included vegetative swales to reduce and/or retain stormwater runoff.

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

N/A. The City is not located in any Natural Drainage Systems identified in the Permit.

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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐
6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

City staff reviews all discretionary projects prior to being reviewed by the Planning Commission. Staff determines if the proposed project will require implementation of a SUSMP. If required, a condition is placed on the approval of the project, requiring the applicant to submit a SUSMP for review by the City Engineer. The SUSMP must be submitted to the City for review and approval prior to issuance of a construction permit. In Fiscal Year 2011-12, there were six (6) projects submitted to the City that were conditioned to have SUSMPs.

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7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?
- a) Residential 6
  - b) Commercial 0
  - c) Industrial 0
  - d) Automotive Service Facilities 0
  - e) Retail Gasoline Outlets 0
  - f) Restaurants 0
  - g) Parking Lots 0
  - h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area 0
  - i) Total number of permits issued to priority projects 13
8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements?  
46 %
9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The City is primarily residential with a small commercial area consisting of small office spaces and restaurants. There are no industrial areas located within the City. The City does not anticipate any industrial/commercial developments that meet these criteria.

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10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? **There were no industrial/commercial projects 100,000 sq ft. or greater within the City.** **None**
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

N/A

13. Did your agency update any of the following General Plan elements in the past year?

- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

N/A

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14. How many targeted staff was trained last year? 0
15. How many targeted staff is trained annually? 0
16. What percentage of total staff is trained annually? 0%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers?
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

The City is awaiting the approval of the Principal Permittee's BMP Technical Manual by the Regional Board.

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D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

Erosion control plans are required for all grading permits and building permits for remodels that are over 700 sq. ft. All permits are subject to regular inspections to ensure compliance with the approved erosion control plans.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP.
4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

Applicants with projects must provide a Waste Discharge Identification Number from the State Water Resource Control Board prior to issuance of permits. There were no sites located within the City requiring a SWPPP or a State General Construction Activity Permit during the reporting fiscal year.

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5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 0
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 0
7. How many building/grading permits were issued to construction site less than one acre in size last year? 13
8. How many construction sites were inspected during the last wet season? *All active construction sites are inspected for proper storm water BMPs. The number presented is the number of building permits issued; it does not represent actual ground breaking activities.* 1,994
9. Complete the table below.

| Type of Violation                      | # of Violations | % of Total Inspections | # of Follow-up Inspections | # of Enforcement Actions |
|--|-----------------|------------------------|----------------------------|--------------------------|
| Off-site discharge of sediment         | 45              | 100%                   | 45                         | 45                       |
| Off-site discharge of other pollutants | 0               | 0                      | 0                          | 0                        |
| No or inadequate SWPPP                 | 0               | 0                      | 0                          | 0                        |
| Inadequate BMP/SWPPP implementation    | 45              | 100%                   | 45                         | 45                       |

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

*Inspections are conducted on any reported and/or observed construction site violations. Correction notices are issued. Failure to complete the required corrections will result in the site being shut down until required corrections are made. Criminal citations may be issued to those observable violations where a written warning fails to provide mitigation.*



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11. Describe the system that your agency uses to track the issuance of grading permits.

Grading permits are issued and tracked in a centralized database by the Building & Safety Department. Prior to the commencement of grading project, a pre-grade meeting is held with the contractor and a City inspector to discuss pertinent issues relating to erosion control and the use of BMPs. Inspections are conducted periodically to ensure compliance.

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention (only applicable to agencies that own and/or operate a sanitary sewer system) *The County operates the sanitary sewer system.*

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? 5
- c) How many did your agency respond to? 5
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? 23
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? *LA County Department of Public Works submitted reports to the on-line reporting system.* Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐

If so, describe the program:

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The City is a Member City of the LACDPW Consolidated Sewer District, which responds to sewer overflows. The City prepared and certified a Sanitary Sewer Management Program to address and prevent SSO's within the City.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☒ No ☐

If so, describe the program:

The City is conducting sanitary sewer rehabilitation and inspection program. The City is in the process of rehabilitating two (1) sewer pump stations at a cost of \$1,000,000.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ? 0 %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

There were no public construction sites in the City greater than one acre.

- c) What is the total number of active public construction sites? 0
- How many were 5 acres or greater in size? 0

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater?

Yes ☐ No ☒

N/A. There were no public construction sites greater than one acre within the City.

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard?

Yes ☒ No ☐

As reported in previous annual reports, the majority of the foregoing services are outsourced. There is a minimum amount of materials that is stored by the City. The City yard is completely covered by a roof; therefore no storm water enters the facility. There is no storm drain connection in the vicinity of the yard. The only catch basin is connected to a clarifier which discharges into the sanitary sewer.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- a) Good housekeeping practices
- b) Material storage control
- c) Vehicle leaks and spill control
- d) Illicit discharge control

See answer to 3 a) above.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer?

Yes ☐ No ☐

N/A. The City does not own or operate a vehicle/equipment wash area

If not, what is the status of implementing this requirement?

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N/A

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above?

N/A. The City does not own or operate a vehicle/equipment wash area.

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers?

Yes ☒ No ☐

Briefly describe this protocol:

The City has not changed its procedures in the application of pesticides, herbicides, and fertilizers. The landscape maintenance contractor must obtain approval by the City prior to applying any material. An agricultural recommendation is submitted and reviewed. If approved, the site is posted as necessary and a certified applicator applies the material.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

The same procedures apply as reported in previous annual report. When a request to apply a pesticide or fertilizer is received, the weather forecast is checked to ensure that rain is not anticipated within the next 48 hours.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

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N/A

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? **This is outsourced to a contractor.** N/A.
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

All City landscaping projects are designed with drought tolerant, native plants. The City has a full-time forester who reviews all landscape plans.

## 5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- |             |     |
|-------------|-----|
| Priority A: | 0   |
| Priority B: | 0   |
| Priority C: | 455 |
- c) Is your city subject to a trash TMDL? **The Machado Lake TMDL.** Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

The City submitted a consolidated implementation plan to the Los Angeles Regional Water Quality Control Board on Sept. 5, 2008. The City developed a plan to install full capture devices to achieve compliance with the TMDL. Thirteen (13) Connector Pipe Screens have been installed in catch basins throughout the City.

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- e) How many times were all Priority A basins cleaned last year?  
N/A. There are no Priority A basins in the City.
- f) How many times were all Priority B basins cleaned last year?  
N/A. There are no Priority B basins in the City.
- g) How many times were all Priority C basins cleaned last year? Once a year
- h) How much total waste was collected in tons from catch basin clean-outs last year? The majority of materials collected consisted of leaves and debris. 3.80 Tons
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- k) How many new trash receptacles were installed last year? Zero (0) There are now a total of 56 trash receptacles throughout the City.
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- 1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
  - 2) Arrange for temporary screens to be placed on catch basins? Yes ☐ No ☒
  - 3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☐ No ☒
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
- What percentage of stencils were legible? 70%

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n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐

o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☒ No ☐  
N/A – The County owns and inspects.

Is the prioritization attached? Yes ☐ No ☐  
See above.

p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐

What changes have been made?

Necessary program changes were made to address storm water BMP requirements.

q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☒ No ☐  
N/A – The County owns and inspects.

r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

Contractor staff is trained to ensure that maintenance operations and clean out activities are performed in a manner that minimizes the discharge of contaminants.

s) Where is removed material disposed of?

Materials removed were disposed at the Puente Hills landfill.

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6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
- 1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☐ No ☒
  - 2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☐ No ☒
  - 3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:
- 1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☐ No ☒  
N/A. No City streets are designated Priority A.
  - 2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☐ No ☒  
N/A. No City streets are designated Priority B.
  - 3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐



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- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- Identify and select appropriate BMPs? Yes ☒ No ☐

**7. Parking Facilities Management**

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
- How many? Parking lots are cleaned 3 times per month.

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8. Public Industrial Activities Management
- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☐ No ☒  
N/A. No public activity required such permit.
- b) Does your agency serve a population of less than 100,000 people? Yes ☒ No ☐
9. Emergency Procedures
- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☐ No ☒  
N/A. No emergency occurred within the City requiring repair of essential public services.
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐
10. Feasibility Study
- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☐ No ☒  
N/A.
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? Yes ☐ No ☒  
N/A.

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F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

There were no reported illicit connections to the storm drain system within the City during FY 11-12.

There were a total of twenty-eight (45) illicit discharges investigated and terminated during the reporting year.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

The City's Code Enforcement Officer investigates any observed or reported discharges to determine whether or not they are illicit. Follow-up correction notices are issued, as needed, following standard code enforcement procedures.

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4. Describe your record keeping system to document all illicit connections and discharges.

The Code Enforcement Officer maintains records of all code and ordinance violations in City Hall.

5. What is the total length of open channel that your agency owns and operates? 0
6. What length was screened last year for illicit connections? 0
7. What is the total length of closed storm drain that your agency owns and operates? 152,064 ft.
8. What length was screened last year for illicit connections? N/A
9. Describe the method used to screen your storm drains.

The City previously conducted an assessment of the storm drain system. No illicit connections to the storm drain system were found during FY 11-12.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information). See attached Tables for 2011/2012 data.

| Year  | Total # reported/ identified | Total # investigated | # that conveyed exempt discharges or NPDES permitted | # that conveyed illicit discharges that were terminated | # that were removed | # that resulted in enforcement action | # that resulted in <i>other</i> actions |
|-------|------------------------------|----------------------|--|---|---------------------|---------------------------------------|---|
| 07/08 | 1                            | 1                    | 0  | 1   | 1                   | 0                                     | 0                                       |
| 08/09 | 0                            | 0                    | 0  | 0   | 0                   | 0                                     | 0                                       |
| 09/10 | 1                            | 1                    | 0  | 0   | 0                   | 1                                     | 0                                       |
| 10/11 | 1                            | 1                    | 0  | 1   | 1                   | 0                                     | 0                                       |
| 11/12 | 0                            | 0                    | 0  | 0   | 0                   | 0                                     | 0                                       |

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11. Explain any *other* actions that occurred in the last year.

None.

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported? <1 day.

- a) Were all identified connections terminated within 180 days? N/A

Yes ☐ No ☐

- b) If not, explain why.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information). [See attached Spreadsheet](#)

| Year  | Total # reported | Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified | # that were cleaned up but the source could not be identified | # that resulted in no evidence of discharge | # that were determined to be conditionally exempt | # that were exempt or in compliance and the source identified | # that resulted in enforcement action |
|-------|------------------|--|---|---|---|---|---------------------------------------|
| 07/08 | 23               | 23   | 0   | 0   | 0   | 0   | 0                                     |
| 08/09 | 21               | 21   | 0   | 0   | 0   | 0   | 0                                     |
| 09/10 | 28               | 28   | 0   | 0   | 0   | 0   | 0                                     |
| 10/11 | 34               | 34   | 0   | 0   | 0   | 0   | 0                                     |
| 11/12 | 45               | 45   | 0   | 0   | 0   | 0   | 0                                     |

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14. What is the average response time after an illicit discharge is reported? Within 1 day.

1. Did any response times exceed 72 hours?

Yes ☐ No ☒

2. If yes, explain why.

15. Describe the your agency's spill response procedures.

The County of Los Angeles Department of Public Works, Los Angeles County Fire Department, and Los Angeles County Sanitation District provide spill responses for the City. The City's procedures are to call them immediately. The City has sand bags that can be deployed as necessary until their crew arrives.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

The City has no suggestions on this subject at this time.

17. Attach a list of all permitted connections to your storm sewer system.  
N/A. There are no permitted connections within the City.

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**V. Monitoring**

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

**VI. Assessment of Program Effectiveness - [See attached Assessment Report](#)**

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
  2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
  3. A summary of the strengths and weaknesses of your agency's storm water management program;
  4. A list of specific program highlights and accomplishments;
  5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
  6. Interagency coordination between cities to improve the storm water management program;
  7. Future plans to improve your agency's storm water management program; and
  8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
- C. List any suggestions your agency has for improving program reporting and assessment.